

Huron County Airport Authority  
Minutes  
For Regular Meeting, Monday, June 7, 2021; 1:30 p.m.

Present: Scott Sparks, Nick Burch  
Michael Barefoot sworn in as third and final board member  
Scott Sparks officially elected President of the Board w/1 abstention

Public Comments:

- “Friends of the Airport”
  - has \$9,000 to go towards a matching grant when the “right” project comes along; i.e.: taxiway drainage, new runway, etc.
  - Paramotor owner – okay to use at Airport...suggest radio for safety and to be familiar with traffic patterns. Let him know a board member would be in further contact.
  - Results of Boards meeting with FAA re: Master Plan (see notes at end of New Business)
  - Volunteered manpower, etc. as needed for both the July 17 Food Truck Fly In and Aug. 21 Open House Events
- Oshkosh 2021 – 7/26 – 8/1: suggested HCAA reduce fuel prices during this time period to entice pilots to use our airport. Board will add it to the July agenda.

Approval of Minutes from Regular Meeting: May 10, 2021: Nick moved; Mike seconded. Passed

Operational and Financial Report May 31, 2021

**April 2021 Fuel Sale**

AVGas:	\$4,251.10	Gallons:	792.81
Jet A:	\$210.22	Gallons:	55.32

**As of April 30, 2021**

Civista 9494	
Cash in Bank:	23,165.83

**Total Income / Loss**

Net Income YTD:	52,663.20
Total Expenses YTD:	57,569.66
Net Income/ Loss YTD:	<u><u>-4,906.46</u></u>

**Airport Income/ Loss**

Net Income YTD:	52,663.20
Total Expenses YTD:	57,569.66
Net Income/ Loss YTD:	<u><u>-4,906.46</u></u>

**Grant Income/ Loss**

Net Income YTD:	-
Total Expenses YTD:	-
Net Income/ Loss YTD:	<u><u>-</u></u>

Approval of May 31, 2021 Financials: Nick moved; Scott seconded. Passed

Approval to Pay Invoices: ~~\$19,200.63~~ correction: \$19,244.13 rkt. Nick moved; Mike seconded. Passed.

## Old Business:

- Consultant Report CARES Grant: funds available. Working with Renée, where Linda left off to obtain backup (financials) for submission in order to receive said funds.
1. Status of Food Truck Fly In.
    - a. Young Eagles on Ramp to keep them separated
    - b. People to control access to ramps (EA50 to get wands)
    - c. Parking arranged
    - d. Food Trucks behind tree line; tent, tables, chairs for eating
    - e. 1 confirmed food truck – hoping for at least three. Still has Chamber as a resource to reach out to
    - f. Porta Potties will be available on top of buildings' facilities
    - g. Use of golf cart authorized by board, assuming it is in running order (plan it to be)
    - h. Painting services offered by Jon Christman (uncle is helping) before event.
      - i. Nick moved; Scott seconded. Passed that – we remove the Columbia Shuttle mural “sticker” and replace it with a VFR planning chart and include any painting of the office that is needed in relation to this improvement project.
  2. Status of Open House.
    - a. Posters made and being dispersed. Getting a sign for front. Further advertising is ongoing.
    - b. Side note – Thank you, Dan LeClair for Painting the Airport Sign.
  3. OH Aviation Assoc. – (Renée) – Registered online, will be billed and membership will be paid next month – FYI.
  4. Status on 3<sup>rd</sup> bid for HVAC work? (still need water problem solved 1<sup>st</sup>) – need bid; work on water issues.
  5. (Fuel Price discussion – Tabled at May meeting) – table con't. July will vote on lowering fuel prices for Oshkosh '21.
  6. Zoom Call w/FAA re: Master Plan – see notes at end of New Business.
  7. Hangar D: roof still leaks, door lubricant – western door greased. Bird poop comes through as well.
  8. Overnight Tiedown – way to track?
    - a. Difficult and/or very expensive. IFR traffic, AFR, VFR referenced.
    - b. ADSB exchange – historical database: Jon has on his bldg. that picks up as much as possible, still limited.
  9. Scott: Projects -
    - a. Completed – (1) Beacon is DONE! (2) Mower repaired – will need replaced eventually. (3) Gas meters calibrated. (4) EPIC fuel storage inspection.
    - b. In Progress - (1) underground storage tanks (UST) renewal – paperwork being signed and submitted, along with check
    - c. Need to Start – (1) fence-in fuel storage area. (2) replace a hose
    - d. Drainage Issue: Tues. Commissioners & Engineer & Ditch guys coming out to discuss drainage issue with office bldg.
      - i. FAA big on safety, could be helpful in this area.

## New Business:

1. Website update. Vince Thompson of Effective Web presented the benefits of having a full website as opposed to just a single web page, after Scott presented the idea of posting contractors we have used on our page. A website will be much more user-friendly and provide much better opportunity for community interaction, outreach, etc.
  - a. Added into this discussion was the options of a better phone system that would be more functional and beneficial for both the airport and the customers. Vince Thompson explained the benefits of the VOIP system, Vonage for the boards consideration.
    - i. Nick moved; Mike seconded. Motion passed that that Vince Thompson of Effective Web would build a website to replace the current webpage the Airport currently has.
    - ii. Nick moved; Scott seconded. Motion passed that that Vince Thompson of Effective Web would put together a proposal on the cost of a Vonage phone system for the Airport, to replace the current system, to be considered at the July board meeting.

2. Splashtop Renewal \$80/year – EW/VT – approval?
  - a. Nick moved; Mike seconded. Passed. We renew our annual subscription of Splashtop, a remote access program giving the board access the laptop used by the Secretary/Treasurer when needed.
3. Credit Card for the Airport
  - a. Scott discussed the need to have a company CC for instances where immediate purchases were required and/or where other forms of payment were not feasible.
    - i. Nick moved; Mike seconded. Passed. That the Sec/Treas., Renée Thompson apply for a Spark Capital One credit card under the Airport’s Name for needed purchases.
4. Review Hangar leases rec’d/missing – for unknown reasons, several hangar leases are not on file at the Airport (lost in mail, lost at Linda’s, etc.). Board discussed the best measures to take to rectify the situation.
  - a. Nick moved; Scott seconded. Passed. Sec/Treas., Renée will resend through e-mail hangar leases we don’t have along with the updated Rules and regulations as a follow-up, to be signed and returned by tenants.
5. Fuel tank fences – to be installed for safety
6. Hoses coming soon. Fuel tank filters being shipped 6/9/21.
7. Decals – need to be ordered to replace sun-faded ones.
8. PRR – 2 large PRR’s rec’d from Allen Nielsen, being handled by the lawyers
9. Fuel inspections
10. Upcoming ODOT inspections – they will let us know when that will happen
  - a. suggested that runway lights will be one the big things they’ll be looking at.

Other New Business:

Jon Christman requested permission and the board approved – Nick moved; Mike seconded. Passed. – that Jon could blacktop his parking area, consisting of approximately 17,000 sq. ft, back and around, including 52 ft from the bldg. around back to the first door. Sec/Treas., Renée will type up a letter stating as much, which the board will sign and provide copy of to Jon as well as keep on record for the Airport.

**FAA MEETING NOTES/COMMENTS RE MASTER PLAN:**

- Concern: Length & Width of Runway on plan (to shorten)
- Going forward FAA would like us to get plan done – living, breathing plan that can change (considered a draft)
- Airport Board priority – generate and send a letter stating that the current board does NOT intend to close the Airport
- Plan was submitted to FAA, ready to comment then Commissioners went to MI - did not approve of runway shortage in the plan.
- **STRONGLY ADVISED** not to approve the Master Plan in its current form as it will be **EXTREMELY** hard to change once we do and the current plan, many feel, are based on inaccurate/incomplete data that was submitted to Michael Baker Int’l. (i.e. instead of the critical aircraft being a King Air, the plane submitted was downgraded to something substantially smaller, and actually airport traffic was underreported). **STILL** currently being used by a King Air.
- We need more clarification. So instead, consider (1) getting accurate/#’s and information relevant to our airport; (2) making sure the Commissioners are on the same page with everything as we progress; (3) speak with Lance at Michael Baker Int’l for more details and clarifications where he can; (4) continue to have open conversations with the FAA as needed and as are productive.
- Understanding is that we are still operating under the 2007 Master plan at this point.

**CIP'S – Capital Improvement Project Ideas**

(What would be the biggest priorities with the FAA & State?)

Obstructions Removal! – Trees; issue – obstruction on others' property. Night approach issues.

Taxiway drainage (T-Hangar side)

Runway & Taxi Lighting

(note: 3:30pm – Nick Burch excused from meeting)

Runway work - mill & fill (AWAS grant, usually)

PAPI lights

Date of next meeting: July12, 2021 @ 1:30pm

Meeting Adjourned

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Scott Sparks, President

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Renée K. Thompson, Secretary/Treasurer